



MOTOR VEHICLES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	MOTOR VEHICLES, DEPARTMENT OF	RELEASE DATE:	Wednesday, August 12, 2009
POSITION TITLE:	CEA 2, Regional Administrator, Region I (Redding), Field Operations Division	FINAL FILING DATE:	Friday, August 28, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	08102009_3

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Field Operations Division, the Regional Administrator is primarily responsible for creating an environment and developing staff to ensure the integrity, efficiency, and timelines of all services provided in field offices; disbursing of directives, policy decisions; disciplinary actions, community relations, and short and long range planning; coordinating with other Region Administrators and the Deputy Director to ensure consistency and effectiveness of departmental operations; formulating regional objectives, programs, and goals; selecting and training management personnel and providing supervisory and employee development opportunities; conducting regularly scheduled field visits to evaluate operational performance in the region; correcting operational deficiencies within established guidelines and recommending to the Deputy Director changes required to meet management or operating requirements; operating the region within approved limits through allocation of budgeted resources; and counseling office managers collectively and individually, through regularly scheduled meeting and training sessions, in new and/or changes in plans, policies, and procedures, and effective implementation.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Candidates should possess the following:

- Knowledge and understanding of the role, responsibilities and current issues of managing a large geographic region with multiple offices.
- Ability to articulate vision, develop and implement plans that advance the Department's mission, motivate and inspire others, and ensure accountability for effective performance.
- Experience in using data to measure performance, assess outcomes, formulate action plans and align goals to prioritize staff efforts.
- Experience with large customer service organizations including knowledge of customer service principles.
- Experience in creating positive work environment that motivates all levels of staff to provide accurate, timely, and effective customer service and encourage staff to grow professionally.
- Ability to implement department approved changes in on-going service delivery models through the use of emerging technologies, non-traditional service delivery methods, and other innovative business methods.
- Demonstrated ability to deal effectively with a variety of individuals and organizations and other state and local governments.
- Working knowledge of California state administrative procedures.
- Knowledge of the state civil service system, employee/employer relations, employee development, grievance process and equal opportunity program.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 2, Regional Administrator, Region I (Redding), Field Operations Division**, with the **MOTOR VEHICLES, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The applications and Statement of Qualifications will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their education, training, experience, and skills. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

FILING INSTRUCTIONS

Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (C.E.A.) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Standard State application (STD. 678).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

MOTOR VEHICLES, DEPARTMENT OF, Selection Services/Administrative Services Division
P.O. Box 932315 - Mail Station G208, Sacramento, CA 94232-3150
Ted Summerfelt | (916) 657-5764 | tsummerfelt@dmv.ca.gov

ADDITIONAL INFORMATION

You may hand delivered to the Department of Motor Vehicles - Selection Services Unit at 2570 24th Street 1st Floor Lobby - Examination Drop Box, Sacramento, CA 95818

Or mailed to:

Ted Summerfelt Department of Motor Vehicles Selection Services Unit P.O. Box 932315 – Mail Station G208 Sacramento, CA 94232-3150

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MOTOR VEHICLES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including

integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>